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D/I Branch Chiefs

12 September 1961

Chief, D/I

Monthly Branch Reports:

In order to make the monthly branch reports more informative and significant, it is requested that beginning with the current month discussions be focused on the subjects enumerated below:

1. Status of branch projects.

Identify projects by number, title, and responsible analyst. Show briefly the real status of each project, progress made during the month, problems being encountered, and other relevant information.

2. Status of support projects.

Identify NIS, MIS, and other support projects as in 1 above on which work was done during the month and note briefly progress and problems. Report in addition anticipated and actual developments that may affect contributions to support projects.

3. Changes in estimates.

Report briefly developments in intelligence that may result in significant changes in estimates.

4. Relationships with other components.

Recount significant developments in relationship with other components in or out of the Agency.

5. Future plans.

Indicate plans for new projects, trips, and other contemplated activities.

6. Other problems and recommendations.

Indicate as pertinent.

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SUBJECT: Monthly Branch Reports

Administrative details pertaining to personnel, such as birth of new personnel, transfers and resignations will be separately reported each month by the divisional administrative assistant and no longer need appear in monthly branch reports.

It is intended that the result of these changes the monthly reports be made succinct and informative, rather than detailed historical accounts of all occurrences and activities. Include only information essential to an understanding of the problems, program, activities, and plans of the branch and do not make the report either an elaborate or perfunctory exercise.



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